

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 13-102

21 AUGUST 2003



Space, Missile, Command, and Control

OPERATIONS INFORMATION FILE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/DOFV (Mr Joe Land)
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This instruction implements AFRD 13-1, *Theater Air Control System*. It outlines the requirements for maintaining an operations information file (OIF) for all battle management weapon systems assigned to AETC. It applies to all personnel, to include commanders, operations supervisors, instructors, and students (initial qualification training [IQT], graduate, and undergraduate) assigned or attached to the unit who perform air battle manager, weapons director, or weapons technician duties during live missions. Commanders are responsible for complying with and implementing procedures set forth in this document. Once listed in Air National Guard (ANG) Index 2, this instruction applies to ANG units gained by AETC, and all 13B or 1C5X1 (D) ANG personnel assigned or attached to AETC. This instruction does not apply to Air Force Reserve Command (AFRC) units.

Units may supplement this instruction in accordance with AFI 33-360, Volume 1, *Publications Management Program*. Units will coordinate their supplement to this instruction with HQ AETC/DOFV before publication and forward one copy to HQ AETC/DOFV after publication. For ANG units, coordinate with ANG/DO before publication.

Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ AETC/DOFV, 1 F Street Suite 2, Randolph AFB TX 78150-4325. For ANG units, send comments and suggested improvements to this instruction on AF Form 847 through channels to ANG/DO, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202.

Unless otherwise specified in this instruction, HQ AETC/DOF is the waiver authority for this instruction. Request waivers to this instruction through stan/eval channels to HQ AETC/DO. The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

See Attachment 1 for a glossary of references and supporting information used in this publication. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. A ★ indicates revision from previous edition.

SUMMARY OF REVISIONS

This revision updates paragraph 2.1.1 and subsequent terminology throughout document: Crew information file (CIF) is changed to flight crew information file (FCIF); it provides for the use of a WEB based FCIF in

paragraph 3.1; and changes the requirements for signing off Volume 2 in paragraphs 5.1.

1. General:

1.1. An operations information file (OIF) is required for the conduct of battle management operations and training within AETC. The OIF will be the training organization's functional publications library for operations-related publications. The OIF will have that information essential to the conduct of operations and/or emergency conditions, and must be available to all operations personnel performing duties or training involving live flying. Throughout this document, the term "operations personnel" is defined as all personnel, to include commanders, operations supervisors, instructors, and students (IQT, graduate, and undergraduate) assigned or attached to the unit who perform battle management duties during live missions.

1.2. Establish an OIF at a central location accessible to each training site where live missions are controlled. The squadron operations officer will ensure the contents of the OIF are handled discriminately and the required security for the files is provided at all times.

2. Responsibilities:

2.1. HQ AETC/DOFV will:

★2.1.1. Provide command guidance and monitor the overall battle management OIF program. Coordinate all flight crew information file (FCIF) items to be included in the OIF with ANG/C4I and ANG/DOT.

2.1.2. Provide assistance in resolving major OIF problems or conflicts of policy.

2.1.3. Concur or nonconcur on supplements to this publication within 10 working days of receipt.

2.2. 19 AF/DOK will review and forward OIF supplements to HQ AETC/DOFV within 10 working days of receipt.

2.3. The OG/OGV will:

2.3.1. Develop a group supplement to this instruction, as needed, and forward through channels for approval.

2.3.2. Provide any necessary assistance in obtaining publications required in support of operational and training commitments.

2.4. Squadron operations officers will:

2.4.1. Designate an OIF custodian and alternate by memorandum to ensure proper maintenance of the OIF as directed by this instruction.

2.4.2. Establish an OIF according to this instruction.

2.4.3. Ensure the contents of the OIF are handled discriminately and the required security is provided at all times.

2.4.4. As a minimum, ensure the OIF markings are according to DoD 5200.1-R, *Information Security Program*, and AFI 31-401, *Information Security Program Management*, publications.

2.4.5. Provide AETC Form 1138A, **Battle Management Info File Record of Review**, to all battle management personnel involved in live missions.

2.5. OIF custodians will:

2.5.1. Check publishing bulletins and numerical indexes to ensure that all publications in the OIF are current and complete.

2.5.2. Ensure required publications are contained in the OIF or are on order, as appropriate.

2.5.3. Ensure the publications in the OIF are properly posted according to guidance published in AFI 33-

360, Volume 1, and the AETC supplement.

2.5.4. Store, handle, and maintain classified publications according to applicable security directives.

2.5.5. Dispose of superseded and obsolete documents according to AFMAN 37-139.

3. Procedures:

★3.1. Administration:

3.1.1. Paper Based FCIF Library. The OIF consists of three volumes. Place each volume in either a technical order type binder or a stiff-backed, three-ring type binder. Label binders on the spine, indicating the volume number. If the content of any single volume exceeds the capacity of that binder, then divide the contents into as many binders as necessary. Label first and subsequent binders by a letter sequence. For example, if Volume 3 is divided into two binders, label the first binder 3A and the second binder 3B. Index each volume to reflect its content. Prepare and update indexes as required.

3.1.2. Web Based FCIF Library. Units have the capability to create and maintain a computer-based FCIF/CRF resource (Volume 1), as long as OGV notifies subordinate units of new items. All requirements and controls prescribed for the use of the AETC Form 1138A will apply to the computer based system. For example, where there is a requirement for personnel to indicate understanding and compliance with new FCIF/CRF items through initialing, the computer-based system will track the review of the items by all personnel. The individual's acknowledgement of review will constitute initialing on computer-based systems.

3.1.2.1. Units are allowed to distribute and maintain electronic copies of Volumes 2 and 3, to include a fully electronic library. Linking to Internet publications sites is authorized; however, the library must provide backup access to required publications in the event Internet connectivity is lost.

3.1.2.2. Supplements may be electronically merged into, or links may be tagged onto, the next higher level of publication to provide a standardized posting and reference. The origin (basic, or supplemental level) of all text must be clear. Maintain FCIF functional libraries in accordance AFI 33-360, Volume 1, Chapter 7.

3.2. Location. Maintain the OIF at current operations, if possible. Due to space limitations, the squadron operations officers will determine what information is required in the appropriate operations rooms to support requirements. As a minimum, Volumes 1 and 2 will be readily accessible in a central location to each training site. Volume 3 is for reference only and may be kept at a location determined by the squadron operations officers. Secure classified material of the OIF in a storage container according to DoD 5200.1-R and AFI 31-401.

3.3. Local Oversight. The operations officer is the focal point for any data to be entered in the OIF. Staff agencies desiring to insert squadron-originated information into the OIF will coordinate with the operations officer prior to inclusion. The OG/OGV will maintain responsibility for group level and higher headquarters data. OIF contents will be as specified by this instruction, group supplements, and as desired by the squadron operations officer over and above that which is specified. If other operational documents not specified in this instruction or group supplements are maintained, add them to the appropriate indexes, and file them in the appropriate book or section.

3.4. Technical Manuals and Positional Handbooks. Due to the bulk of technical manuals, operations positional handbooks, and user guides, these publications are not required to be part of the OIF.

4. Volume 1, Current Read File:

4.1. Review Requirements. All operations personnel will review Volume 1 before performing live operations duties to ensure currency. Operations personnel will initial each item on AETC Form 1138A (or a MAJCOM-approved form) to indicate understanding and compliance. Assistant operations officers will, at

their discretion, disseminate pertinent information to those crew personnel or students not covered by this instruction.

4.2. Section A, Master Index. The master index reflects those documents required in all volumes of the OIF. List FCIFs, crew read files (CRF), memorandums of agreement (MOA), and operating instructions (OI) individually indicating number, date, and title, as applicable.

4.3. Section B, Volume 1, AETC Form 1138A. Prepare and maintain a read-and-initial AETC Form 1138A for all operations personnel. Graduate and undergraduate students enrolled in a formal AETC course will enter their class number in the Office Symbol block (see Figure 1). Also include AETC Forms 1138A on individuals attached to an AETC air control squadron, regardless of period of time, and require them to initial all current material before conducting live flying operations. List all new material requiring immediate attention, to include publications, memorandums, messages, and operations plans and orders, on this form along with the date entered; then place the material in the appropriate sections. If a document is removed prior to an individual's review (due to temporary duty [TDY] or absence from the unit), annotate NA in the person's initial block on AETC Form 1138A. Only remove AETC Forms 1138A for graduate and undergraduate students enrolled in AETC formal courses after they have graduated and depart for their next assignment. Keep AETC Forms 1138A for casual students conducting live operations after class graduation until they depart for their next assignment.

★4.4. Section C, Flight Crew Information File (FCIF). This section contains unclassified messages, directives, memorandums, and publications that require immediate attention. OG/OGV or, if required, 19 AF/DOK will perform a quarterly review of all items to determine validity. Record the classified materials requiring immediate attention on AETC Form 1138A, and place them in the appropriate secure location according to local directives. If a document in this section is removed prior to an individual's review (due to TDY or absence from the unit), annotate NA in the person's initial block on AETC Form 1138A.

4.5. Section D, Crew Read File (CRF). This section contains all current and relevant CRFs as determined by the squadron operations officers.

5. Volume 2, Group and Unit Publications:

★5.1. Review Requirements. Volume 2 can be signed off initially as part of Initial Qualification Training (IQT); annotate initial sign off on the AETC Form 1138A. Disseminate subsequent publication changes via a FCIF or CRF, and sign off on the AETC Form 1138A as part of Volume 1. Operations personnel will initial each item on AETC Form 1138A (or a MAJCOM-approved form) to indicate understanding and compliance.

5.2. Section A, Volume 2, AETC Form 1138A. As a minimum, maintain an AETC Form 1138A for the same personnel listed in Volume 1 (paragraph 4.3). Squadron operations officers may include AETC Forms 1138A on individuals who do not perform live missions. These individuals must then comply with the review requirements for Volume 2 as do live mission personnel.

★6.8. AFI 13-201, *Air Force Airspace Management*.

6.9. AFD 13-1, *Theater Air Control System*.

7. Classified Directives. Maintain classified directives according to local directives.

8. Forms Prescribed. AETC Form 1138A.

9. Forms Adopted. AF Form 847.

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations

1 Attachment

Glossary of References and Supporting Information

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5200.1-R, *Information Security Program*

AFDD 1, *Air Force Basic Doctrine*

AFPD 13-1, *Theater Air Control System*

AFI 10-206, *Operational Reporting*

AFI 11-214, *Air Operations and Procedures*, and its AETC supplement

AFI 13-1 MCS, Volume 1, *Modular Control System—Training*, and its AETC supplement

AFI 13-1 STAN/EVAL, Volume 2, *General Command and Control Systems Standardization/Evaluation Program—Organization and Administration*

AFI 13-201, *Air Force Airspace Management*, and its AETC supplement

AFI 31-401, *Information Security Program Management*

AFI 33-360, Volume 1, *Publications Management Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

AETCI 13-101, *Command and Control Systems Evaluation Criteria*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

ANG—Air National Guard

CRF—crew read file

★FCIF—flight crew information file

IQT—initial qualification training

MOA—memorandum of agreement

OI—operating instruction

OIF—operations information file